

CODE ENFORCEMENT



*Everything you wanted,
and need to know*





CALL OR EMAIL
CODE
ENFORCEMENT
CUSTOMER SERVICE
TO REPORT
VIOLATIONS IN YOUR
COMMUNITY

404-330-6190
CodesRequests
@atlantaga.gov

REPORT ILLEGAL
DUMPING TO CRIME
STOPPERS ATLANTA

Rewards up to \$2000
Are being offered for
cases leading to
prosecution.
Call Today
404-577-TIPS

ATLANTA POLICE
DEPARTMENT
COMMUNITY
SERVICE DIVISION
CODE
ENFORCEMENT
SECTION

55 Trinity Avenue, S.E.
Atlanta, GA 30303
404-330-6190
www.atlantaga.gov

City of Atlanta

Code Enforcement Section



Fact Sheet

The Code Enforcement Section is responsible for the inspection and enforcement of residential and commercial properties that are in violation of the Atlanta Housing Code, the Commercial Maintenance Industrial Code and the Zoning Ordinance

Housing Codes

All houses, apartments, condos, and other living dwellings should maintain the MINIMUM standard set by the Atlanta Housing Code. These standards are in place to help protect the health, safety, and property values of the citizens and property owners of Atlanta. The following items are violations of the Housing and Commercial Code:

- ❖ Open & Vacant Buildings
- ❖ Fire Damaged Buildings
- ❖ Dilapidated Buildings (roof cave-in, leaning walls, etc.)
- ❖ General Housing Problems (structural, electrical, plumbing, heating)
- ❖ Yard Violations (overgrown grass and weeds, trash, debris, old furniture and appliances)

Junk Vehicles

Any car, truck, or other automobile stored outside of a building in a residential neighborhood, is not operable and does not have a current tag is considered a Junk Vehicle. Storage of junk vehicles in a residential neighborhood is prohibited.

Commercial Buildings

Buildings that are used for commercial, industrial or institutional purposes should meet minimum standards set by the Commercial Building Maintenance Code. These buildings should be properly maintained and be free of any hazards including leaky roof, broken glass, loose or missing siding, broken light fixtures, and tripping hazards .

Atlanta Police
Department
Community Service
Division
Code Enforcement
Section

GEORGE C. TURNER
Chief of Police

Deputy Chief R. Propes
Division Commander

Major C.J. Davis
Section Commander

Common
Code
Violations



Open & Vacant House



Severe Overgrowth



Junk Vehicle



Excessive Trash

Code Enforcement Section
404-330-6190
codesrequests@atlantaga.gov



Vacant Lots

All vacant lots should be properly maintained. There should be no overgrowth of grass or weeds, including kudzu POISONOUS plants, trash, junk, and or debris is allowed on the property.

Signage

Only one sign per resident is permissible in residential zoning districts. The size of the sign should not exceed 1 x 2 feet. Other signs require a permit.

Auto Repair Shops

Auto repair shops, including "shade tree mechanics" are illegal in residential zoning districts. Auto repair shops are only allowed in non-residential zoning districts and must be located in a fully enclosed building, not on the street or in a yard.

Construction Building Repairs

It is unlawful to construct, renovate, repair or demolish any building without first having a permit. A permit is also required for the installation or replacement of heating and air conditioning systems, electrical and or plumbing equipment. Any repair work for \$2, 500 and up requires a permit.

Rooming Houses

It is illegal for houses to be converted to rooming houses without a proper license and building permit. ROOMING HOUSES are not allowed in districts that are zoned as single family residential areas. A rooming house must be licensed from the Atlanta Police Department. A permit from the Business License Office must be obtained and the rooming house must meet applicable building and Fire and House Code requirements.

Large Commercial Vehicles are prohibited

Parking large commercial vehicles in residential neighborhoods are prohibited.

Garbage Service

Solid waste (garbage) services are provided to residential neighborhoods in the City of Atlanta. This service provides garbage and recycling pick-up for houses that have "Herbie Curbies" and the black recycling bins, which holds newspaper, glass bottles and jars, #1 and #2 plastic containers, aluminum and steel cans and yard trimming .

Call the Office of Sanitation for trash pick-up service 404-330-6250

Code Enforcement Section Flowchart





City of Atlanta Important Phone Listing

Atlanta Police Department – Community Service Division – Code Enforcement Section

Atlanta City Council	404-330-6030
Atlanta Fire Department	404-546-7000
Atlanta Code Enforcement	404-330-6190
Office of Building Arborist Department (Trees)	404-330-6836
Office of Building Permit Department	404-330-6150
Missed Trash Pick-up	404-330-6333
Illegal Dumping Hotline	404-546-3867
Potholes	404-330-6281
Traffic Concerns	404-330-6501
Office of Building Zoning Enforcement	404-330-6175
Sewage Problems	404-954-6340
Sewer Operations	404-624-0750
Street & Sidewalks	404-330-6333
Municipal Courts	404-658-6940
Public Works/ Sanitation Department	404-330-6333
Watershed Management	404-658-6500
Erosion Control	404-546-1300
Fulton County Health Department	404-730-4000
Fulton County Animal Control	404-613-0358
Highway & Street	404-330-6245
Parks & Recreation	404-546-6745
Mayor's Office of Constituent Services	404-330-6023
Crime Stoppers Tip Line	404-577-TIPS
Atlanta Police Department Zone 1	404-799-2487
Atlanta Police Department Zone 2	404-848-7321
Atlanta Police Department Zone 3	404-624-0674
Atlanta Police Department Zone 4	404-756-1903
Atlanta Police Department Zone 5	404-658-7054
Atlanta Police Department Zone 6	404-371-5002



Atlanta Police Department – Community Services Division
Code Enforcement Section Violation Form



Date: _____

Violation Address: _____ NPU _____

Would you like to remain anonymous? ** ☐ Yes ☐ No

Name _____ Phone _____

Email _____

Do you wish to be called back Y / N ?

☐ Commercial

☐ Residential

☐ Fire Damaged

HIGHLY HAZARDOUS CONDITIONS

☐ Open & Vacant ☐ Other _____

RESIDENTIAL/COMMERICAL INTERIOR

☐ Other _____

☐ Other _____

RESIDENTIAL/COMMERICAL EXTERIOR

☐ Junk, Trash, Debris

☐ Junk Vehicle(s)

☐ Overgrowth

☐ Vacant Lot – Junk, Trash, Debris

☐ Deteriorated Roof, Walls

☐ Vacant Lot – Overgrowth

☐ Damaged Driveways/Walkways

☐ Deteriorated Windows

☐ Deteriorated Signs

☐ Fire Damage

☐ Peeling/Flaking Paint

☐ Other _____

☐ Parking on Grass

☐ Other _____

COMMENTS:



City of Atlanta



Vacant Property Registration

**Atlanta Police Department
Community Service Division
Code Enforcement Section**

55 Trinity Avenue, Suite 3450

Atlanta, GA 30303

404-330-6190 phone

404-546-8266 fax

codesrequests@atlantaga.gov

www.atlantaga.gov/vacantproperty

**Ordinance &
Registration
Instructions**

Thank you for your interest in Vacant Property Registration

In accordance with the newly adopted ordinance, 12-O-0842 (Article VI, Sec. 60-67 of the Atlanta Housing Code), all owners of a vacant residential building or dwelling, must register said building or dwelling with the Code Enforcement Section. Key elements of the ordinance have been provided below. You should read and familiarize yourself with the ordinance which you may obtain from the Code Enforcement Section by email via codesrequests@atlantaga.gov, or by visiting www.atlantaga.gov. This form is intended to assist the registrant. However, the Ordinance controls.

Vacant Property Registration Rules/Process

1. Each owner of any vacant residential building or dwelling (as defined by the ordinance) **must file a registration statement with the Code Enforcement Section within thirty (30) days after the building or dwelling becomes vacant; or within thirty (90) days after acquiring ownership (whichever is later).**
2. Vacant means a building or dwelling which is lacking habitual presence of human beings who have a legal right to be on the premises, or at which substantially all lawful business or construction operations or residential occupancy has ceased for more than 60 days. Evidence of utility non-usage or service disconnect shall be prima facie evidence of vacancy. Such term shall not include a building or structure containing multiple units with common ownership that has at least one unit occupied with evidence of utility usage.
3. If the Code Enforcement Section issues a written notice of an existing vacant building or dwelling to the owner, the owner must file a registration statement within fifteen (15) days of such notice.
4. Registration shall remain valid for twelve (12) months from the date of registration.
5. Residential Rental and Seasonally Vacant properties are exempt from registration (see Ordinance for definitions).
6. Any owner that fails to comply with the provisions of this Ordinance shall be in violation of the Atlanta Housing Code and shall be fined in the amount of \$1,000.00 per vacant real property
7. In addition to providing basic property and ownership information, the owner must designate an agent who either resides or has an office in City limits to receive all notices and summonses. If the owner either resides or has an office in the City limits, he may designate himself the agent.
8. If the information provided in the initial registration statement changes, such as a new owner or agent, the owner must file an amended registration statement within twenty (20) days of such event at no additional fee.
9. Within thirty (30) days of registration, the owner/agent must maintain the vacant property in accordance to Section 29 of the Atlanta Housing Code; and post a sign affixed to the building/dwelling indicating the name, address, and telephone number of the owner and agent (if different) for the purpose of notice and/or service of process.
10. **No registration statement shall be deemed filed unless the fee has been paid. The fee is \$100 per vacant building. Only one registration statement need be filed per parcel of land but the fee is \$100 per vacant building.**
11. If the building/dwelling becomes occupied at any time after registration, the owner must file an amended registration statement within five (5) days of occupancy, providing documentation of such occupancy, and requesting removal from the registry. The Code Enforcement Section shall remove such structure from the registry within thirty (30) days of the filing of the amended registration statement unless it has reason to believe the structure is vacant and subject to registration.
12. This Ordinance becomes effective February 1, 2012. For the initial registration period, each owner shall have until and including April 1, 2012 to register each building or dwelling subject to registration. Any owner that fails to register after April 1, 2012 shall be in violation of the Atlanta Housing Code.

FEES:

\$100	Registration / Renewal Fee
	Per Building or Dwelling (excluding accessory buildings)
\$100	Renewal Fee

3 Ways to Register

Online Registration

1. Visit http://aca.accela.com/atlanta_ga & create an Accela Citizen Access (ACA) account.
2. Log on to your newly registered account.
3. Select the Register Vacant Property link.
4. Read the disclaimer and check the box that says, **“I have read and accepted the above terms.”**
5. Enter the street number and name (or the parcel number) and click search.
6. Enter the street number and name (or the parcel number) and click search.
7. (Do Not Enter the Street Type in the Street Name field)
8. Ex: Mitchell St (INCORRECT); Mitchell (CORRECT)
9. Select the correct address from the provided results and click Continue Registration.
10. Enter all applicable registration information.
11. Pay the Fee and Submit. (The City accepts Credit/Debit Cards with the Visa or MasterCard Logo)



Mailed Registration

1. Visit the Code Enforcement Section website: www.atlantaga.gov/vacantproperty
2. Click on the Vacant Property Registration Form Link and download.
3. Mail in your completed form with a check or money order.
(The City accepts personal and cashiers checks)

In Person Registration

1. Visit the Office of Code Enforcement at City Hall South, 55 Trinity Ave, Suite 3450, Atlanta, GA 30303
2. Fill out the Registration Statement Form
3. Pay associated fees. (The City accepts Cash, Check, or Credit/Debit Card)



Vacant Property Registration Points of Contacts

Deborah W. Heard

Property Registration Coordinator

dwheard@atlantaga.gov

404-330-6878

Dave Miller

Management Analyst

djmiller@atlantaga.gov

404-865-8653

Major James B. Shaw

Section Commander

cbeasley@atlantaga.gov

404-330-6131

M. Kasim Reed
Mayor

Ceasar Mitchell

Atlanta City Council, President

Carla Smith	District 1
Kwanza Hall	District 2
Ivory Lee Young	District 3
Cleta Winslow	District 4
Natalyn Archibong	District 5
Alex Wan	District 6
Howard Shook	District 7
Yolanda Adrean	District 8
Felicia Moore	District 9
C. T. Martin	District 10
Keisha Lance-Bottoms	District 11
Joyce Sheperd	District 12
Michael Julian Bond	Post At-Large
Mary Norwood	Post At-Large
Andre Dickens	Post At-Large



Code Enforcement Section
Atlanta Police Department, City of Atlanta
55 Trinity Avenue, Suite 3450
Atlanta, GA 30303 404-330-6190

Vacant Property Registration & Renewal Form

It is the duty of each owner of any vacant residential building or dwelling subject to Ordinance 12-O-0842 (codified as Article VI: Vacant Property Registration of the Atlanta Housing Code), to file a registration statement with the Office of Code Enforcement within 30 days after the building or dwelling becomes vacant or within 30 days after acquiring ownership, whichever is later, of any vacant residential building or dwelling not currently registered. In the event that the Office of Code Enforcement provides written notice to the owner of the existence of any vacant building or dwelling, the owner of such vacant building or dwelling shall file a registration within 15 days of such notice.

The registration shall remain valid for twelve (12) months from the date of registration. In the event that ownership of a registered structure changes during this period, the new owner shall file an amended registration statement within 20 days of accepting the vesting instrument. The owner shall be required to renew the registration for successive twelve-month periods as long as the building or dwelling remains vacant for any part thereof.

At the time of filing of the registration statement, the owner shall pay a registration or renewal fee (as applicable) in the amount of \$100 for each registered building or dwelling (excluding accessory buildings). No registration statement shall be deemed filed unless the fee has been paid. For a parcel of land containing two or more buildings under common ownership, only one registration statement shall be required to be filed but there shall be a fee of \$100 per vacant building, regardless of the number of dwelling units within such building. Any vacant building or dwelling that is in violation of any provision of the housing, building, or fire code at the time renewal is required shall be assessed a renewal fee of \$250 for such renewal period in which such vacant building is below the minimum code standards.

☐ New Registration ☐ Renewal ☐ Amendment ☐ Removal

Today's Date

Property Information

Str#*	Str Name *	Str Type*	Dir*	Bldg #(s)	Parcel ID #*
Type of Property					
<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family/Apt <input type="checkbox"/> Duplex/Triplex/Quad <input type="checkbox"/> Other					
Date of Vacancy*	Property Secured	Existing Code Violations*	Utilities On	Utilities Comments	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Owner Information

Check All That Apply

☐ Owner ☐ Agent ☐ Manager ☐ Other

Prefix	First Name *	MI*	Last Name *	Suffix	Company		
Mr. Mrs. Miss							
Str. #*	Str Name*	Str. Type	Dir*	Apt/Ste#*	City*	State*	Zip*
Email Address	Phone1 *	Phone 2	Phone 3				

Registering Party Information

Check All That Apply

☐ Owner

☐ Agent

☐ Manager

☐ Other

Prefix	First Name *	MI*	Last Name *	Suffix	Company		
Mr. Mrs. Miss							
Str. #*	Str Name*	Str. Type	Dir*	Apt/Ste#*	City*	State*	Zip*
Email Address	Phone1 *		Phone 2		Phone 3		

Additional Contact Information

Check All That Apply

☐ Owner

☐ Agent

☐ Manager

☐ Other

Prefix	First Name *	MI*	Last Name *	Suffix	Company		
Mr. Mrs. Miss							
Str. #*	Str Name*	Str. Type	Dir*	Apt/Ste#*	City*	State*	Zip*
Email Address	Phone1 *		Phone 2		Phone 3		

*** Required Information**

Terms & Agreements:

I have read and understand the Vacant Property Registration Ordinance (12-O-0842).

All information provided is true and accurate. I understand that providing incorrect information or failure to register, amend, and/or renew registration for a vacant residential building constitutes a failure to comply with the provisions of Article VI: Vacant Property Registration of the Atlanta Housing Code; and thereby, penalties may be imposed.

Registering Party's Signature

Date

Recipient Code Enforcement Section

Date

FOR OFFICE USE ONLY

Date Received	Received By	Fee Amount	How Paid? <input type="checkbox"/> Check (Personal/ Cashier) <input type="checkbox"/> Money order <input type="checkbox"/>
Registration Complete	Comments:		Credit/Debit Card <input type="checkbox"/> Cash



Department of Planning
and Community
Development

James E. Shelby
Commissioner
404-330-6037

City of Atlanta
Office of Buildings
Zoning Division
55 Trinity Avenue
Suite 3900
Atlanta, Georgia
30303

Phone: 404-330-6175
Option #2

zoningrequests@atlantaga.gov

Michael Nagy
Interim Director

Gregory L. Pace
Zoning Chief

Most Common Zoning Complaints

ILLEGAL ROOMING HOUSE

Building a room addition too
close to neighbor's property line



Auto repair shop on
residential property



Operating retail sales from
residential property
(ex. candy lady)



PARKING VEHICLES
IN THE REQUIRED
FRONT YARD ON LAWN



Parking of large
commercial vehicles
on residential property



Illegal signs to include portable signs,
flags, banners, balloons
in commercial district



Fences/walls exceeding maximum
height in residential &
commercial districts





OFFICE OF BUILDINGS

The Office of Buildings (OOB) is responsible for reviewing construction plans and documents to ensure that such adhere to the following codes prior to issuance of a building permit:

- 1982 Atlanta Zoning Ordinance (includes the Sign Ordinance)
- International Building Code, 2012 Edition, with Georgia Amendments (2013)
- International Residential Code, 2012 Edition, with Georgia Amendments (2013)
- International Fire Code, 2012 Edition, with Georgia Amendments (2013)
- International Plumbing Code, 2012 Edition, with Georgia Amendments (2013)
- International Mechanical Code, 2012 Edition, with Georgia Amendments (2012)
- International Fuel Gas Code, 2012 Edition, with Georgia Amendments (2013)
- National Electrical Code, 2011 Edition, with no Georgia Amendments
- International Energy Conservation Code, 2009 Edition, with Georgia Supplements and Amendments (2011) (2012)
- Also 2012 NFPA 101 – Life Safety Code with state Amendments (2013)

The building permit process involves other city or governmental agencies such as:

The Office of Planning, (SAP's, SUP's, variances and special exceptions)

Fire Department for interior as well as interior means of ingress and egress (can a fire truck come on the property, etc.)

Traffic and Engineering, (insuring a traffic study or means of ingress and egress and making sure parking spaces are adequate for turning radius etc.)

Department of Watershed for erosion control and site development issues, Fulton County Health Dept., etc.

OOB also conducts building inspections during the construction process to ensure that buildings and structures are built according to an approved set of construction documents prior to the issuance of Certificate of Occupancy.

OOB also review and sign off on an array of City licenses such as a business license to operate a business from a commercial establishment as well as a business license to operate a home occupation, alcohol licenses and other police licenses (vendors, pawn shop, etc.).



OFFICE OF BUILDINGS, ZONING ENFORCEMENT DIVISION

The City of Atlanta Zoning Ordinance is a component of the Municipal Code of Ordinances designed for the purposes, among others, of lessening congestion in the streets; securing safety from fire, panic and other dangers; providing adequate light and air; promoting public health, safety, convenience, and general welfare; and encouraging such distribution of population and classification of land uses and intensities of land development as will tend to facilitate economic and adequate provision of transportation, communication, water supply, drainage, sanitation, education, recreation and other public requirements. These regulations have been made with reasonable consideration to the character of the various districts and their peculiar suitability for particular uses, and with the general objectives of promoting desirable living conditions, sustaining stability of neighborhoods or providing for their orderly evolution along lines responsive to public needs, protecting against blight and depreciation, and encouraging the most appropriate use and development of land and buildings throughout the City of Atlanta.

Currently the city is composed of over 80 zoning classifications whereas each district has its own unique characteristics of land uses and specifications.

The Zoning Enforcement Division is responsible for interpreting and enforcing the zoning ordinance on private property within the city limits of Atlanta. Currently this division is staffed with a team of zoning inspectors who are assigned to different quadrants of the city and are responsible for investigating zoning complaints and patrolling the communities for potential zoning violations.

The most common zoning complaints are as follows:

- Illegal rooming houses (new rooming houses are not longer permitted in the City, however existing ones may still be deemed legally non-conforming or grandfathered).
- A legal permitted structure being used as the following does not considered to be an illegal rooming house:

***Family:* One or more persons occupying a single dwelling or lodging unit, provided that, unless all members are related by blood, marriage or adoption, no such family shall contain over six persons, with the following exceptions. Domestic servants employed on the premises may be housed on the premises without being counted as a family. In a dwelling unit, not more than two rooms not containing independent kitchen facilities may be occupied by a total of four or less roomers who may also board with the family. Four or less boarders, including but not necessarily restricted to roomers on the premises, may be accommodated for compensation for any period, including daily, weekly or monthly periods. The term “family” shall not be construed to mean fraternity, sorority, club, student center, group care homes, foster homes and similar uses.**

- Automobile repair shops on residential zoned property
- Parking vehicles in the required front yard on lawn
- Parking large commercial vehicles on residential zoned property
- Illegal signs to include portable signs, flags, banners, balloons in commercial zoned districts.
- Building a room addition onto a house too close to the neighbor's property line.

- Fences/walls exceeding maximum height in residential & commercial districts
- Operating a music recording studio from a residential property
- Operating a commercial business without the required parking.

Citizens can contact the Office of Zoning using the attached telephone numbers provided to voice zoning complaints (confidential if preferred); request zoning information such as permitted uses in a zoning district, building setbacks, parking requirements, sign information, etc.



OFFICE OF BUILDINGS CONTACT INFORMATION

<u>Name</u>	<u>Phone #</u>
Office of Buildings (main) -----	(404) 330-6150
Michael Nagy, Interim Director -----	(404) 330-6152
Anthony Carter, Assistant Director -----	(404) 330-6199
Hee Lee, Assistant Director -----	(404) 330-6071
Jorge Rivera, Arborist Manager -----	(404) 330-6874
Scott Banks, Building Combination Inspector Chief -----	(404) 330-8673
Susan Jones, Permit Technician for Building Inspections -----	(404) 865-8400
Mary Miller, In-take Project Manager for Building Permits -----	(404) 330-6691
Wanda McMullen, Customer Service Administrator -----	(404) 330-6163
Lowell Chambers, Site Development Manager -----	(404) 330-6249
Alex Comer, Erosion Control Manager -----	(404) 546-1301
Greg Pace, Zoning Inspector, Chief -----	(404) 330-6147
Harriett Haynes, Permit Technician for Sign Permits and Inspections -----	(404) 330-6175
Robert Adderly, Zoning Inspector Supervisor -----	(404) 330-6178
Harold Jackson, Zoning Inspector, Sr -----	(404) 330-6122
Robert (Steve) Dinning, Zoning Inspector, Sr -----	(404) 330-6679
Damien Porche, Zoning Inspector, Sr -----	(404) 330-6176
Shennetha Smith, Zoning Inspector, Sr -----	(404) 330-6539
Tony Mosley, Zoning Inspector, Sr -----	(404) 330-6159

City of Atlanta Fire Rescue Department

Fire Investigations

Fire Inspections

The Atlanta Fire Rescue Department enforces rules and regulations, known as the Fire Code, in [City of Atlanta], hereinafter referred to as “this code.”

This code establishes regulations affecting or relating to structures, processes, premises and safeguards regarding:

The hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices;

Conditions hazardous to life, property or public welfare in the occupancy of structures or premises;

Fire hazards in the structure or on the premises from occupancy or operation;

Matters related to the construction, extension, repair, alteration or removal of fire suppression or alarm systems.

Please note this code is with the exception of one- and two family dwellings, one- and two-family row houses (townhouses) separated by a 2-hour fire wall and two family townhouses separated by a 2-hour fire wall.

Common Fire Code Violations

Whenever routine maintenance is performed on your properties, keep fire safety in mind by taking a few minutes to verify that these simple, but important items are addressed. It will make a difference not only in your fire inspection, but more importantly, it will help to ensure the safety of your residents.

- Obstructions in Exit Passageways
- Remove any/all obstructions in exit passageways.
- Illumination Exit
- Provide illumination for all exit lights.
- Extinguishers Maintained
- Extinguishers must be maintained annually, or after each use, by a certified person.
- Fire Alarm Systems Tested Annually

- Fire alarm systems and its components must be tested at least annually, including but not limited to fire alarm boxes, audible devices, batteries, and smoke detectors.
- Smoke Detectors Maintained
- All smoke detectors must be maintained in operable condition.
- Fire Doors "Closed"
- Fire doors shall be kept in the "closed" position or held open by an approved device.
The use of door stops, wedges, and other non-approved hold-open devices are prohibited.
- Fire Doors Self-Closing Maintained
- Fire doors shall be equipped with self-closing devices and such devices shall be maintained in working order.
- Extension Cords, Discontinue Use
- Discontinue use of extension cords. Extension cords shall only be used for temporary wiring and shall not be substituted for permanent wiring.
- Extension cords shall not be attached to structures or be extended through walls, ceilings, floors, under or through doors or floor coverings. Extension cords may not be plugged into one another.
- Electrical Covered

§ Electrical circuit breaker panels, junction boxes, and outlet boxes, shall be covered, and installation complete.

9. Clearance, Electrical

Provide 36 inches of clearance in front of electrical control boxes.

Fire Investigations

To report any suspects who have intentionally set fires, please call the Atlanta Fire Rescue-Arson Hotline at 404-546-HEAT (2328). Callers to the hotline will be eligible for rewards of up to \$10,000 if they provide information leading to the arrest and conviction of an arsonist.

If you have any questions fire and life safety questions, or concerns about the above, please contact the Office of the Fire Marshal at **(404) 546-7065**

JUDICIAL AGENCIES – OFFICE OF THE CITY SOLICITOR

Mission Statement

The mission of the Office of the City Solicitor is to represent the interests of the citizens of Atlanta in all matters brought before the Atlanta Municipal Court by screening, investigating and prosecuting all cases, handling all appeals from the court and by providing legal assistance to the city administration, community groups, schools, colleges and by providing training to law enforcement agencies.

Core Functions:

- Prosecution of Traffic and Criminal Cases
- Prosecution of Quasi-Criminal and City Code Violations
- Alternative Prosecution Programs
- Legal Assistance and Community Outreach through Communication, Education and Collaboration
- Appellate Work

Summary of Operations

The Office of the City Solicitor is the prosecuting arm for the City of Atlanta. The Office represents the citizens of Atlanta in all matters brought before the Atlanta Municipal Court. The Solicitor prosecutes all city ordinances. The Office also prosecutes traffic offenses, DUIs, and state misdemeanors such as shoplifting, possession of marijuana and underage persons in possession of alcohol. In addition, to representing the citizens of Atlanta, the Office provides legal assistance to the City's administration, community groups, schools and colleges, and provides training to law enforcement.

Divisions/Offices Descriptions

General Traffic and Criminal Case Division is responsible for prosecuting general traffic and criminal cases before the Atlanta Municipal Court. The prosecutors assigned to the courts prosecute criminal and civil offenses on behalf of law enforcement, city agencies, and the general public.

This division also handles all appeals arising from cases in Atlanta Municipal Court heard before the Superior Courts, the Georgia Court of Appeals, and the Georgia Supreme Court.

DUI Division is responsible for prosecuting DUI charges and all underlying traffic offenses. This division is responsible for the preparation and presentation from arraignment up to bench trials. The goal is to properly punish this behavior and reduce recidivism.

Code Enforcement Division is responsible for prosecuting Quasi-Criminal cases and city code violations associated with Housing, Fire, Commercial Maintenance, Zoning, Sanitation, Drinking Water, Illegal Dumping, Business License, Erosion Control, Judicial In-Rem, etc.

In addition to the traditional prosecution of cases brought before Municipal Court, the Solicitor's Office provides alternative methods of resolving traffic and criminal matters other than prosecution thereby, allowing the court to efficiently utilize resources on more serious offenses without additional costs to taxpayers:

- *Pre-trial Intervention for Traffic Offenses:* Commonly known as PTIT, provide traffic offenders an alternative to prosecution and possible conviction.
- *Pre-trial Intervention for Criminal Offenses (PTI):* Provides offenders charged with minor criminal offenses with no prior convictions or pending cases, an alternative to prosecution and possible conviction. Offenders must complete community service or educational requirements.
- *Plea-in-Absentia:* Program offered to defendants who wish to enter a plea without appearing personally before a judge.

Other Specialty Programs are collaborative initiatives that seek ways to prevent and reduce crime through collaboration, communication, and education.

- *Neighborhood Prosecution:* Community based initiatives with a comprehensive multi-agency approach to law enforcement, crime prevention, and community revitalization.
- *Internship Program:* This program is designed to assist undergraduate and graduate students interested in pursuing a career in law with a comprehensive hands-on overview of the legal system and the operations of a prosecutor's office. The office is a participant of the University of Georgia Law School's clinical program for 3rd year law students.

Prosecution Support Services include Case Screening, Expungements, Records Management, Investigative and Legal Support. These areas provide pre and post adjudication legal support services which include reviewing the arrest citation to determine whether the charge can sustain prosecution before filing the case in the court system. These areas are responsible for establishing the authenticity of data indicating a violation of law by reviewing court documents, conferring with law enforcement officers, or other involved parties to the case, and service of subpoenas for appearance on cases heard in the Atlanta Municipal Court.

Goals

- Promote the fair and efficient administration of justice.
- Provide service, reinforce safety, and promote fiscal responsibility without adding additional costs to taxpayers

Objectives

- To represent the interests of the citizens of Atlanta in all matters brought before the Atlanta Municipal Court, handle all appeals from the court and provide legal assistance to the city administration, community groups, schools and colleges, and provide training to law enforcement agencies.

cases. Thereby, assisting the court in managing cases brought to Municipal Court and improving service delivery to the citizens of Atlanta.

- *Neighborhood Prosecution:* The Office of the City Solicitor continued partnering with Atlanta Police Department to decrease Quality of Life Crimes for Atlanta residents.
- *Code Enforcement Collaborative:* The Collaborative was established as a joint initiative with the Atlanta Police Department to adopt standard operating procedures in addressing code enforcement within the City of Atlanta.

FY2015 Adopted Program Highlights

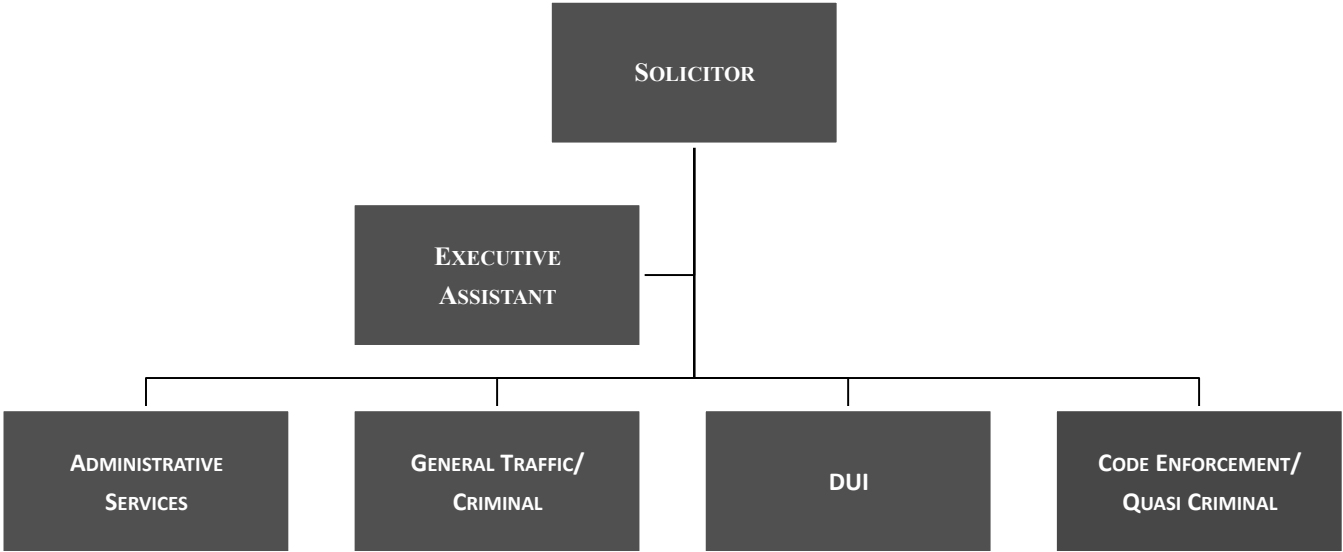
- Continue presence of the Solicitor's Office through the Neighborhood Prosecution Initiatives. These initiatives place prosecuting attorney's into the communities to assist in prioritizing and solving the quality of life issues that are specific to the target areas. This initiative has proven to be effective in providing a voice to the residents in how to resolve the crimes in their community and improve the citizen's sense of a safe community. In addition, these initiatives will assist law enforcement with their policing efforts.
- The Office plans to continue its collaboration with Code Enforcement in the removal of blighted properties through the use of the judicial in rem process.
- The Solicitor's Office will continue its efforts in providing alternatives to traditional prosecution by using programs such as PreTrial Diversion Program and Pleas in Absentia in order to provide the public with services that will improve public safety in an efficient and fiscally responsible manner.

FY2015 Accomplishments

- *PTI-T Program:* The program has maintained its momentum in bringing awareness to the general public of the alternatives of effectively resolving

ORGANIZATIONAL CHART

Office of the City Solicitor



OFFICE OF THE CITY SOLICITOR

OVERVIEW

Mission Statement

The mission of the Office of the City Solicitor is to represent the interests of the citizens of Atlanta in all matters brought before the Atlanta Municipal Court by screening, investigating and prosecuting all cases, handling all appeals from the court and by providing legal assistance to the city administration, community groups, schools, colleges and by providing training to law enforcement agencies.

Core Functions:

- Prosecution of Traffic and Criminal Cases
- Prosecution of Quasi-Criminal and City Code Violations
- Alternative Prosecution Programs
- Legal Assistance and Community Outreach through Communication, Education and Collaboration
- Appellate Work

Summary of Operations

The Office of the City Solicitor is the prosecuting arm for the City of Atlanta. The Office represents the citizens of Atlanta in all matters brought before the Atlanta Municipal Court. The Solicitor prosecutes all city ordinances. The Office also prosecutes traffic offenses, DUIs, and state misdemeanors such as shoplifting, possession of marijuana and underage persons in possession of alcohol. In addition, to representing the citizens of Atlanta, the Office provides legal assistance to the City's administration, community groups, schools and colleges, and provides training to law enforcement.

Divisions/Offices Descriptions

General Traffic and Criminal Case Division is responsible for prosecuting general traffic and criminal cases before the Atlanta Municipal Court. The prosecutors assigned to the courts prosecute criminal and civil offenses on behalf of law enforcement, city agencies, and the general public.

This division also handles all appeals arising from cases in Atlanta Municipal Court heard before the Superior Courts, the Georgia Court of Appeals, and the Georgia Supreme Court.

DUI Division is responsible for prosecuting DUI charges and all underlying traffic offenses. This division is responsible for the preparation and presentation from arraignment up to bench trials. The goal is to properly punish this behavior and reduce recidivism.

Code Enforcement Division is responsible for prosecuting Quasi-Criminal cases and city code violations associated with Housing, Fire, Commercial Maintenance, Zoning, Sanitation, Drinking Water, Illegal Dumping, Business License, Erosion Control, Judicial In-Rem, etc.

In addition to the traditional prosecution of cases brought before Municipal Court, the Solicitor's Office provides alternative methods of resolving traffic and criminal matters other than prosecution thereby, allowing the court to efficiently utilize resources on more serious offenses without additional costs to taxpayers:

- *Pre-trial Intervention for Traffic Offenses:* Commonly known as PTIT, provide traffic offenders an alternative to prosecution and possible conviction.

- *Pre-trial Intervention for Criminal Offenses (PTI)*: Provides offenders charged with minor criminal offenses with no prior convictions or pending cases, an alternative to prosecution and possible conviction. Offenders must complete community service or educational requirements.
- *Plea-in-Absentia*: Program offered to defendants who wish to enter a plea without appearing personally before a judge.

Other Specialty Programs are collaborative initiatives that seek ways to prevent and reduce crime through collaboration, communication, and education.

- *Neighborhood Prosecution*: Community based initiatives with a comprehensive multi-agency approach to law enforcement, crime prevention, and community revitalization.
- *Internship Program*: This program is designed to assist undergraduate and graduate students interested in pursuing a career in law with a comprehensive hands-on overview of the legal system and the operations of a prosecutor's office. The office is a participant of the University of Georgia Law School's clinical program for 3rd year law students.

Prosecution Support Services include Case Screening, Expungements, Records Management, Investigative and Legal Support. These areas provide pre and post adjudication legal support services which include reviewing the arrest citation to determine whether the charge can sustain prosecution before filing the case in the court system. These areas are responsible for establishing the authenticity of data indicating a violation of law by reviewing court documents, conferring with law enforcement officers, or other involved parties to the case, and service of subpoenas for appearance on cases heard in the Atlanta Municipal Court.

Goals

- Promote the fair and efficient administration of justice.
- Provide service, reinforce safety, and promote fiscal responsibility without adding additional costs to taxpayers

Objectives

- To represent the interests of the citizens of Atlanta in all matters brought before the Atlanta Municipal Court, handle all appeals from the court and provide legal assistance to the city administration, community groups, schools and colleges, and provide training to law enforcement agencies.

FY2015 Accomplishments

- *PTI-T Program*: The program has maintained its momentum in bringing awareness to the general public of the alternatives of effectively resolving cases. Thereby, assisting the court in managing cases brought to Municipal Court and improving service delivery to the citizens of Atlanta.
- *Neighborhood Prosecution*: The Office of the City Solicitor continued partnering with Atlanta Police Department to decrease Quality of Life Crimes for Atlanta residents.
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- Continue presence of the Solicitor's Office through the Neighborhood Prosecution Initiatives. These initiatives place prosecuting attorney's into the communities to assist in prioritizing and solving the quality of life issues that are specific to the target areas. This initiative has proven to be effective in providing a voice to the residents in how to resolve the crimes in their community and improve the citizen's sense of a safe community. In addition, these initiatives will assist law enforcement with their policing efforts.

- The Office plans to continue its collaboration with Code Enforcement in the removal of blighted properties through the use of the judicial removal process.
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For
Specialty Court
(Code Enforcement)

Judge Crystal Gaines

All cases must be adjudicated in 90 days

(From the date filed with the court)

- Exception Cases* – must be adjudicated in 180 days, however, it must be on the trial calendar in 90 days.

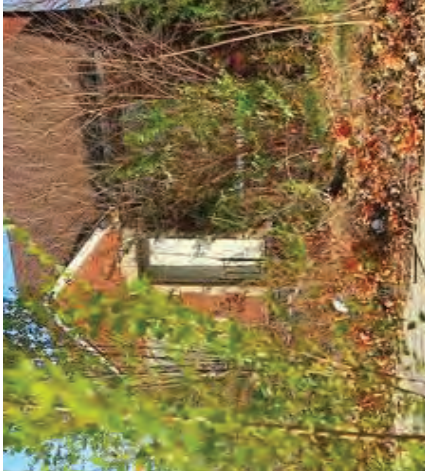
Large demolitions

Large Commercial building

Multi family complex

Disability of the defendant

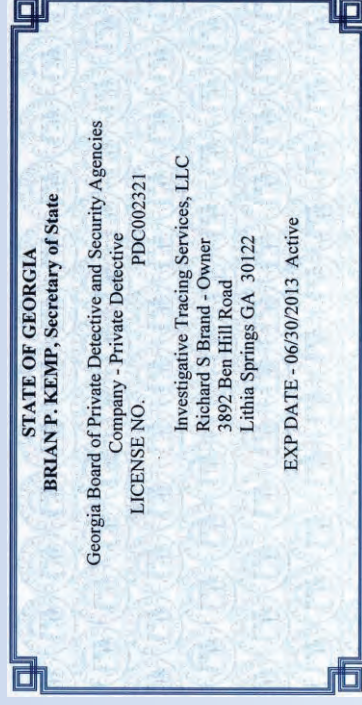
Donations of Sale



If there is a need for a reset from the initial
(1st) appearance resets will be for 30 days + 1 week*
(*if it falls on trial week)

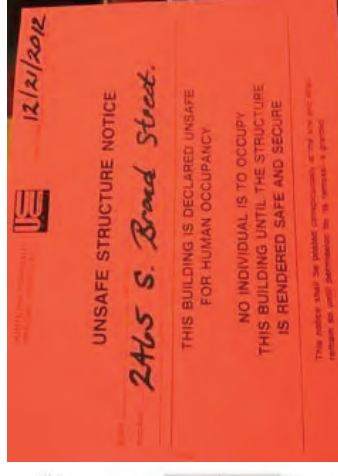
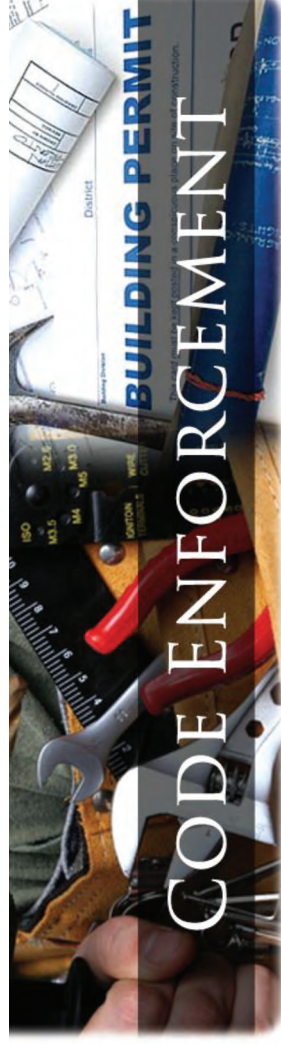
1. To hire Attorney or be seen by Public Defender
2. Compliance (\$50 re-inspect fee)
3. Title issue/research

– Thereafter, the case will only be reset for trial,
to obtain an attorney or as required by law.



Resets from the trial calendar will be no more than 60 days

- To be reset for the trial calendar: there must be an attorney conference and/or proof of unavailability, if pro se.
- If reset is granted, it may be set for special trial date or time (11:00am calendar or Friday calendar).



NEXT STEPS

- Information on each property will be on the website
- Judicial In Rem Cases
 - Set for special calendar 2x a month
- Failure to Appear Cases
 - Reset with written notice for special afternoon calendar



THE CITY OF ATLANTA'S SCRAP TIRE LAW HAS CHANGED

During the 2013 session of the Georgia General Assembly, House Bill 226 was passed which included changes related to tire carrier responsibilities and tire storage requirements. These changes went into effect **APRIL 30, 2013**. The City of Atlanta has now updated its scrap tire ordinance to comply with state law changes.

NEW CARRIER REQUIREMENTS

Persons collecting or transporting **scrap or used tires** must have a tire carrier permit and must display a **decals** on the rear bumper of their vehicles. Permits and decals are obtained from the State Environmental Protection Division (EPD).

Tire carrier permits and decals are **not required** for:

- Persons transporting tires collected as part of an organized cleanup
- Individuals transporting **10 or fewer** tires (transporting **more than 10** tires requires either a permit or proof of purchase)
- Companies, with appropriate document-ation, transporting their own tires to a scrap tire processor or end user, or for proper disposal
- Tire retailers, with appropriate document-ation, transporting their own tires
- Permitted waste haulers whose primary business is collecting municipal solid waste
- The United States, the State of Georgia, counties, municipalities, and public authorities

Scrap tire carriers must transport properly manifested used and scrap tires only to EPD approved end users, scrap tire processors, sorters, or disposal facilities.

No scrap tire carrier permit is required to transport used tires when the tires are transported by a retail tire dealer who owns the tires and can provide written proof of ownership in the form of a detailed manifest or receipt.

Tire carriers and scrap tire processors must have a minimum **\$10,000 surety bond**.

NEW STORAGE REQUIREMENTS

It is unlawful for any person or business entity, including scrap tire generators, to store scrap tires

outside of an enclosed building except in a single secured, covered, and locked container; unless a waiver of this requirement is granted by the EPD

Such EPD waivers may be granted for:

- EPD permitted solid waste disposal sites if the permit authorizes storage of scrap tires before their disposal
- Tire retreaders with less than **3,000** tires in storage
- EPD approved scrap tire processors

No person may store more than **25** scrap tires, with the following exceptions:

- Tire retailers or publicly owned vehicle maintenance facilities can store up to **1,500** scrap tires
- Tire retreaders can store up to **3,000** scrap tires
- Licensed used motor vehicle parts dealers, registered secondary metals recyclers, and privately owned vehicle maintenance facilities that operate solely for the purpose of servicing a commercial vehicle fleet can store up to **500** scrap tires

MISCELLANEOUS PROVISIONS

- The city may inspect the records of scrap tire carriers and generators to make certain that these entities are complying with all city and state documentation requirements
- Scrap tire generators must make certain that companies hired to transport their tires are properly permitted by the State.

Code Enforcement Commission Members

On June 16, 2014, the Atlanta City Council amended and approved Resolution 14-R-3671 which established the Code Enforcement Commission. The purpose of this 23 member Commission is to establish a well rounded task force to seek solutions for effectively combating blight, habitable housing code violators and to improve the quality of life for Atlanta residents.

The blight housing crisis has plagued our neighborhoods and the City of Atlanta for decades. In the case of the Code Enforcement Commission, *Blight* is defined as “an uninhabitable, unsafe or abandoned structure and/or inadequate provisions for ventilation, light, air or sanitation”. Blight encourages crime, economic depression and hinders the community’s quality of life. Each member, as listed below, brings to the table a wealth of knowledge, with both general and institutional perspectives, that collectively will serve to effectuate change.

<i>Mayor or his designee</i>	Kasim Reed	City of Atlanta
<i>President of Council or his designee</i>	Cesar Mitchell	Atlanta City Council
<i>Councilmember – Co Chair</i>	Joyce Sheperd	Atlanta City Council – District
<i>Councilmember – Co Chair</i>	Mary Norwood	Atlanta City Council – Post 2 At Large
<i>Major - APD</i>	James Shelby	City of Atlanta Code Enforcement
<i>Solicitor or his designee</i>	Raines Carter	City of Atlanta Municipal Court
<i>Executive Director or his designee</i>	Christopher Norman	Land Bank Authority
<i>Director or his designee</i>	Marcus Kellum	Dekalb County Code Enforcement
<i>Chair or his designee</i>	Robert Burroughs	Dekalb Tax Assessor
<i>Commissioner or her designee</i>	Claudia Lawson	Dekalb County Tax Commissioner
<i>Chief of Police – Fulton County</i>	Cassandra Jones	Fulton County Code Enforcement
<i>Commissioner or his designee</i>	Arthur Ferdinand	Fulton County Tax Commission
<i>Chief Assessor or his designee</i>	David Fitzgibbon	Fulton County Tax Assessor
<i>President of Council Designee</i>	Corliss Claire	Atlanta City Council President
<i>Commissioner or his designee</i>	James Shelby	Department of Planning & Community Development
- Terri Lee		Department of Public Works
<i>Commissioner or his designee</i>	Richard Mendoza	Department of Corrections
<i>Commissioner or his designee</i>	Patrick LaBat	Municipal Court
<i>Chief Judge or his designee</i>	Herman Sloan	Municipal Court
<i>Public Defender or his designee</i>	Rosalie Joy	Department of Law
<i>City Attorney or her designee</i>	Cathy Hampton	
- Jeff Haymore		
<i>Director</i>	Charletta Jacks	Department of Planning
<i>Interim - Director</i>	Michael Nagy	Bureau of Buildings
<i>Interim – Director</i>	Derrick Jordan	Bureau of Housing
<i>Chairman or his designee</i>	Ben Howard	Atlanta Planning & Advisory Board
<i>Executive Director or his designee</i>	Marcia Rubensohn	Georgia Municipal Association
<i>Executive Director or his designee</i>	Judson Turner	Environmental Protection Agency
<i>Representative</i>	Patrice Harris	Fulton County Board of Health
<i>Executive Director</i>	Yomi Noibi	Environmental Community Action
<i>Atlanta City Council Members</i>	All Remaining	City of Atlanta

**For more information on this Commission, feel free to contact the Offices of either Councilmember Mary Norwood at (404) 330-6302, email: mnorwood@atlantaga.gov or Councilmember Joyce Sheperd at (404) 330-6053, email: jmsheperd@atlantaga.gov. For additional information on all Boards, Authorities and Commission, contact the Office of the Atlanta Municipal Clerk at (404) 330-6500.*

CODE ENFORCEMENT STATUTES

In his brief remarks to the Code Enforcement Commission 7/23/14, Dr. Frank Alexander identified five key steps that have been taken over the past twenty years that have the potential for coming together and creating an efficient, effective, and equitable system of housing and building code enforcement for the City of Atlanta. These five steps are the following:

- **1990/1991:** Passage of the original Georgia Land Bank Statute, O.C.G.A. 48-4-60, and the creation of the Fulton County City of Atlanta Land Bank Authority pursuant to an intergovernmental agreement executed in 1991.
- **1995/1996:** Passage of the Judicial *In Rem* Tax Foreclosure Statute, O.C.G.A. 48-4-75.
- **2001:** Passage of substantially revised procedures for nuisance abatement, including housing and building codes, by local governments and the enforcement of housing and building code liens as senior priority liens, O.C.G.A. 41-2-7, and transmittal to tax commissioner for enforcement along with property tax liens, O.C.G.A. 41-2-9(b) (as amended in 2004).
- **2008:** Amendment of the City Code of Atlanta, Land Development Code, Appendix E, Atlanta Housing Code, Article V, Judicial In Rem, providing for judicial proceedings relative to code enforcement and the creation of a code enforcement lien which can be enforced in accordance with state law.
- **2012:** Passage of the Georgia Land Bank Act, O.C.G.A. 48-4-100, authorizing the restructuring of local land banks with broadened operational capacity.

HOW ATL311 CAN HELP YOU

BUSINESS

Licensing and Permitting
Taxes, Payments, and Credits
Municipal Record Requests

WATER AND SEWER

Water Outages and Flooding
Street Plates, Hydrants, and Sewer Lids
Water Bill and Meter Resets

GARBAGE, RECYCLING, AND GRAFFITI

Request a Bin
Graffiti and Dead Animal Removal
Trash, Recycling, and Yard Trimmings

HOUSING AND BUILDINGS

Inspections and Permits
Zoning and Owner Information
Housing Assistance

PUBLIC SAFETY

Police Reports
Fire Prevention and Safety Inspections
Code Enforcement
Inmate Services

PARKS, TREES, RECREATION, AND EVENTS

Park and Tree Maintenance
Event Permits and Facility Requests
Recreation Centers

STREETS, SIDEWALKS, TRAFFIC, AND PARKING

Street and Sidewalk Maintenance
Parking Tickets and Violations
Street Sign and Street Light Repairs

Information to have **beforehand**: Try to find out where the problem/concern is located and any pertinent contact information. This makes it easier and faster to resolve the problem when it is referred to the appropriate city department. Please have all pertinent information concerning the issue at hand – i.e. addresses, dates, times, and a detailed description of your service request, cross streets of location, and any additional information you can provide.



CLICK OR CALL TO
CONNECT WITH
CITY HALL!



www.atl311.com
404-546-0311

Customer Service Center Operating Hours:
Monday - Friday, 7 a.m. to 6 p.m.



ONE SOURCE
FOR CITY SERVICES



We are just a call or click away.

Whether you're a resident, business owner, or visitor, the City is just a click or call away.

Accessible by phone, online and through all mobile platforms, ATL311 provides the public with quick, easy access to government services and information. Citizens submit their request,

whether it is reporting a pothole or a vacant property, and ATL311 works with departments to make sure the city addresses the issue in a timely manner.

ATL311 also provides insights on how to improve city government through accurate, consistent measurement and analysis of service delivery.

"Atlanta has long been a city that welcomes and nurtures innovation, and my administration is constantly working to improve the way city government serves our residents, business owners, and visitors. ATL311 will not only modernize the customer experience, but also increase efficiency and access to critical human services."



Just follow these easy steps:



YOU REPORT IT

Ask a question about city services or report an issue by calling 404-546-0311 or submitting an online request at ATL311.com.

*For all emergencies, please call 911.

HOW TO USE IT:

**SUBMIT SERVICE REQUESTS ONLINE
OR OVER THE PHONE**

Report issues like graffiti, potholes, vacant buildings, litter, and more by calling **404-546-0311** or submitting a request at **ATL311.com**

TRACK SERVICE REQUESTS

Get automatically notified when your service requests are updated and completed

KEEP UP WITH CITY NEWS

Read the latest headlines and press releases

HELP IMPROVE THE PORTAL

Report bugs and provide feedback to help keep improving ATL311.com



WE FIX IT

Once you submit your question or request online or over the phone, ATL311 works to dispatch the appropriate resources to address the issue.



EVERYONE BENEFITS

We send you a notification when your request has been completed and thank you for making Atlanta a better place to live, work and play.

NOTES

NOTES



Welcome to the City of Atlanta Code Enforcement Summit

"Everything you wanted and need to know"

Co-Sponsored by Atlanta City Councilmembers:



Councilmember
Felicia Moore



Council President
Ceasar Mitchell



Councilmember
Mary Norwood



Councilmember
Keisha Bottoms



Councilmember
Natalyn Archibong



Councilmember
C.T. Martin



Councilmember
Kwanza Hall



Councilmember
Joyce M. Sheperd



Councilmember
Andre Dickens



Councilmember
Clea Winslow